

The State of North Carolina E-Procurement Service Supplier Forum

June 2002

- E-Procurement Service is a partnership between the public and private sectors
 - Sponsoring State Agencies
 - ✍ Department of Administration, Division of Purchase & Contract (P&C)
 - ✍ Office of Information Technology Services (ITS)
 - ✍ Office of the State Controller (OSC)
 - Accenture - contracted to implement this service
 - Epylon - providing the software, catalog and contract loading services, ongoing supplier account management
 - Ariba – powering the E-Procurement infrastructure

- Objectives – Yours & Ours
- North Carolina Bidding, Quoting & POs
 - VendorLink/IPS, eProcurement, eQuote overview
- Commodity Codes
- Vendor Registration
- Responding to eQuotes
- Payment Process
- Marketing Fee Invoices
- Open Discussion and Next Steps

- Explain the steps in registering for E-Procurement
- Explain the significance of commodity codes when registering
- Show how to use eQuote
- Explain the process for billing and collecting the marketing fee
- Answer any questions you may have

- Easier and more efficient access to markets
 - Electronic access to agencies in North Carolina representing over \$10 billion in purchasing power
 - Epylon Public Sector Marketplace
- Electronic orders reduce costs and simplify processes
 - Improved accuracy and reduced cycle times
 - More efficient and accurate quoting
 - Faster payment for vendors
- Contract and data management services
 - Contract product data will be formatted and loaded
 - Data formatting will enable suppliers to participate in other electronic marketplaces

NC Bidding, Quoting & POs

	E-P Vendor Registration	eQuote	IPS/VendorLink
System Generates	Purchase Orders	Quote Requests	Notification of Bids
Target Vendor Audience	Customer Service for Order Entry	Customer Service for Quote Response	Sales force
Administrator	Only one login allowed per vendor which means that changes to vendor information are the responsibility of one person	Only one login allowed per vendor which means that eQuote notifications are sent to one eQuote account	Multiple vendor employees may sign-up to receive email notifications of bids themselves
Commodity Listing	Complete NIGP 3 digit listing grouped into 17 categories	250 Categories targeted to K-12 market; similar to subset of NIGP listing	Complete NIGP 3 digit listing grouped into 38 categories
Use of Vendor Listing by Commodity Code	Reporting	Select categories to find vendors to send an eQuote	For the user to choose commodity codes in order to be notified of bids
Filtering of Bid/Quote Notification	NA	Vendor can specify individuals to receive quotes by region	Vendor employees can select commodities for which they want to receive bid notification
Terms of Use	Vendor has to accept terms of use	Vendor has to accept terms of use	Vendor has to accept terms of use
Vendor Audience	For E-Procurement only	For E-Procurement only	For E-Procurement and for organizations not using E-Procurement



Welcome to the North Carolina Vendor Registration Website! - Netscape

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Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: [gin.html:\\$sessionId\\$HS1RFCIAAAIZNQFIV2KSDSY:\\$ti\\$3:\\$ts\\$1023213990475?_requestid=14181](http://gin.html:$sessionId$HS1RFCIAAAIZNQFIV2KSDSY:ti3:ts1023213990475?_requestid=14181) What's Related

NC@your service
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E-Procurement

[HUB Office](#) | [Governor's Page](#) | [Purchase & Contract](#) | [ITS](#) | [NC @ Your Service Portal](#)

Statewide Vendor Registration

Vendor Registration

Welcome to the State of North Carolina's Vendor Registration Website!

If you have received your username in the mail, or have previously logged in, please enter your Username and Password in the "Vendor Login" box.

Otherwise, please enter your Vendor Name and Federal Tax ID Number in the "New Vendor Registration" box. Your Federal Tax ID should be entered without spaces or dashes.

Vendor Login	New Vendor Registration
<p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p>	<p>Vendor Name: <input type="text"/></p> <p>Federal Tax ID Number: <input type="text"/></p> <p>Re-enter Federal Tax ID: <input type="text"/></p> <p><input type="button" value="Register"/></p>

PLEASE NOTE: If you want to receive electronic notification of solicitation notices you must also register in Vendor Link:
Click here: <http://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>.

Document: Done

Required Information - Netscape

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Bookmarks Location: 2KCDSY:\$sessionid\$ENB1VCIAAAEIDQFIV2KCDSY:\$ti\$17:\$ts\$1022790904729?_requestid=5934 What's Related

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Statewide Vendor Registration

Required Information

Welcome: **BYTE INC**

- ☐ Required Information
- ☐ Username/Password
- ☐ Main Contact
- ☐ Company Information
- ☐ Locations/Contacts
- ☐ Commodity Selection
- ☐ HUB Categories
- ☐ Construction Codes
- ☐ VendorLink/eQuote
- ☐ Terms of Use

Registration Summary

[Logout](#)

Click **Save** or **Continue** to Save Your Changes on Every Page

Thank you for your interest in participating in the North Carolina eProcurement Vendor Registration. Please be aware that in order to complete the registration process you will need the following information about yourself or your business:

- A contact person for each of your locations
- Complete address for each of your locations (including details for sending purchase orders, payments and bills to each location)
- Commodity codes that describe the products and/or services you provide
- Tax filing information, if clarification of Tax ID or business name is needed
- Bank account information for electronic payment processing (optional)
- Your HUB information (Historically Underutilized Business)

Please note: If you have done business with the state within the last year, much of the information you have provided to the State may be defaulted within the following screens. Please read and confirm the information, and correct it if necessary.

If you are not the person who can provide this information for your business, please contact that person and ask them to register for this site.

[Cancel this registration](#) [Continue with registration](#)


Document: Done

Vendor - Netscape

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Bookmarks Location: <http://www.ips.state.nc.us/ips/Vendor/vndnew.asp> What's Related

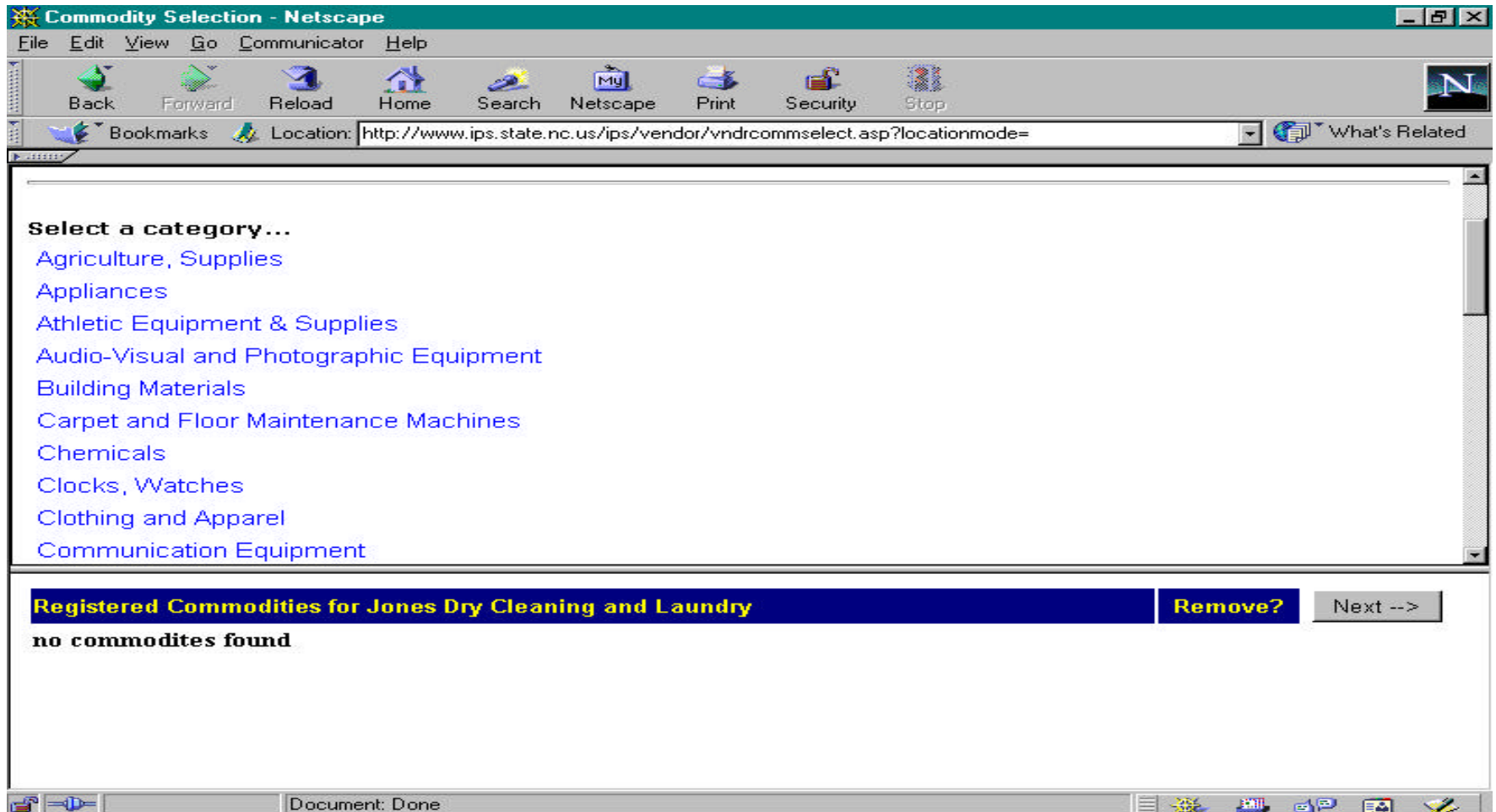
 State of North Carolina
Vendor Link NC
Vendor Location Information

[P&C Help!](#)

← Indicates a required field.

Company Name:	<input type="text"/>	←
Div./Group/Subsidiary:	<input type="text"/>	
Contact:	First Name: <input type="text"/>	←
	Last Name: <input type="text"/>	←
Address1:	<input type="text"/>	←
Address2:	<input type="text"/>	
City:	<input type="text"/>	←
County: (NC only)	<input type="text"/>	
State: (US only)	<input type="text"/>	
Country: (Non US)	<input type="text" value="United States"/>	
Zip:	<input type="text"/>	←

Document: Done



Commodity Selection - Netscape

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Bookmarks Location: <http://www.ips.state.nc.us/ips/vendor/vndrcommselect.asp?locationmode=> What's Related

**Vendor Link NC
Commodity Selection**

[P&C Help!](#)

...now select commodities to add to your list:

Appliances

- [031 Air Cond., Heating, Vent.: Equipment, Parts and Accessories](#)
- [045 Appliances and Equipment, Household Type](#)
- [225 Coolers, Drinking Water \(Water Fountains\)](#)
- [500 Laundry - Dry Cleaning Equipment, Accessories, Parts, Supp.](#)
- [740 Refrigeration Equipment and Accessories](#)
- [795 Sewing Room and Textile Machinery and Accessories](#)

Registered Commodities for Jones Dry Cleaning and Laundry [Remove?](#) [Next -->](#)

no commodities found

Add Commodity

Commodity Selection - Netscape

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Bookmarks Location: <http://www.ips.state.nc.us/ips/vendor/vndrcommselect.asp?locationmode=> What's Related

Vendor Link NC Commodity Selection

[P&C Help!](#)

...now select commodities to add to your list:

Appliances

- [031 Air Cond., Heating, Vent.: Equipment, Parts and Accessories](#)
- [045 Appliances and Equipment, Household Type](#)
- [225 Coolers, Drinking Water \(Water Fountains\)](#)
- [500 Laundry - Dry Cleaning Equipment, Accessories, Parts, Supp.](#)
- [740 Refrigeration Equipment and Accessories](#)
- [795 Sewing Room and Textile Machinery and Accessories](#)

[Return to Category List](#)

Registered Commodities for Jones Dry Cleaning and Laundry

031 Air Cond., Heating, Vent.: Equipment, Parts and Accessories	Remove?
045 Appliances and Equipment, Household Type	Remove?
740 Refrigeration Equipment and Accessories	Remove?

[Next -->](#)

Delete Commodity

HUB - Netscape

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Bookmarks Location: <http://www.ips.state.nc.us/ips/vendor/hubdata.asp> What's Related

[P&C Help](#)

Businesses in the following groups are considered **Historically Underutilized Businesses (HUBs)** if at least fifty one (51%) of the business, or stock in the case of a corporation, is owned by one or more persons in the respective category; and the management and daily business operations of the firm are controlled by the HUB listed as owning 51% interest or stock in the firm.

☒ Check here if this is a [Minority Owned Business](#)

- ☒ African American (Black)
- ☐ Hispanic American (Mexican, Caribbean Islander, Central or South American, other Portuguese or Spanish origin)
- ☐ Asian American (including Pacific Islander)
- ☐ American Indian (including Alaskan Native)

☐ Check here if this is a [Woman Owned Business](#)

☐ Check here if this is a [Disabled Owned Business](#)

☐ Check here if this is a [Disabled Business Enterprise](#)

Next -->

Document: Done

Verification Of Historically Underutilized Business (HUB)

Please print this page for your records.

I, David Jones affirm that the information I agree to provide shall be true and correct and include all material information necessary to identify and explain the operations of Jones Dry Cleaning and Laundry as well as the ownership thereof. The Historically Underutilized Business Office may conduct an audit of the information presented here, in which case I agree to provide current, complete and accurate information upon request and to permit the audit and examination of books, records, and files of the named firm. Any material misrepresentation will be grounds for denial or revocation of HUB status and/or all other action permitted under Federal or State laws concerning false and/or fraudulent statements.

Please choose one of the following:

Accept

Decline

HUB - Netscape


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Bookmarks Location: <http://www.ips.state.nc.us/ips/Vendor/hubdata.asp?action=hubcert2a&update=0> What's Related

Ownership **Start Date (mm/dd/yyyy)**

Corporation/LLC 02/02/2002

2. Ownership of Firm 

Identify person(s) with ownership. Percentage should total 100%.

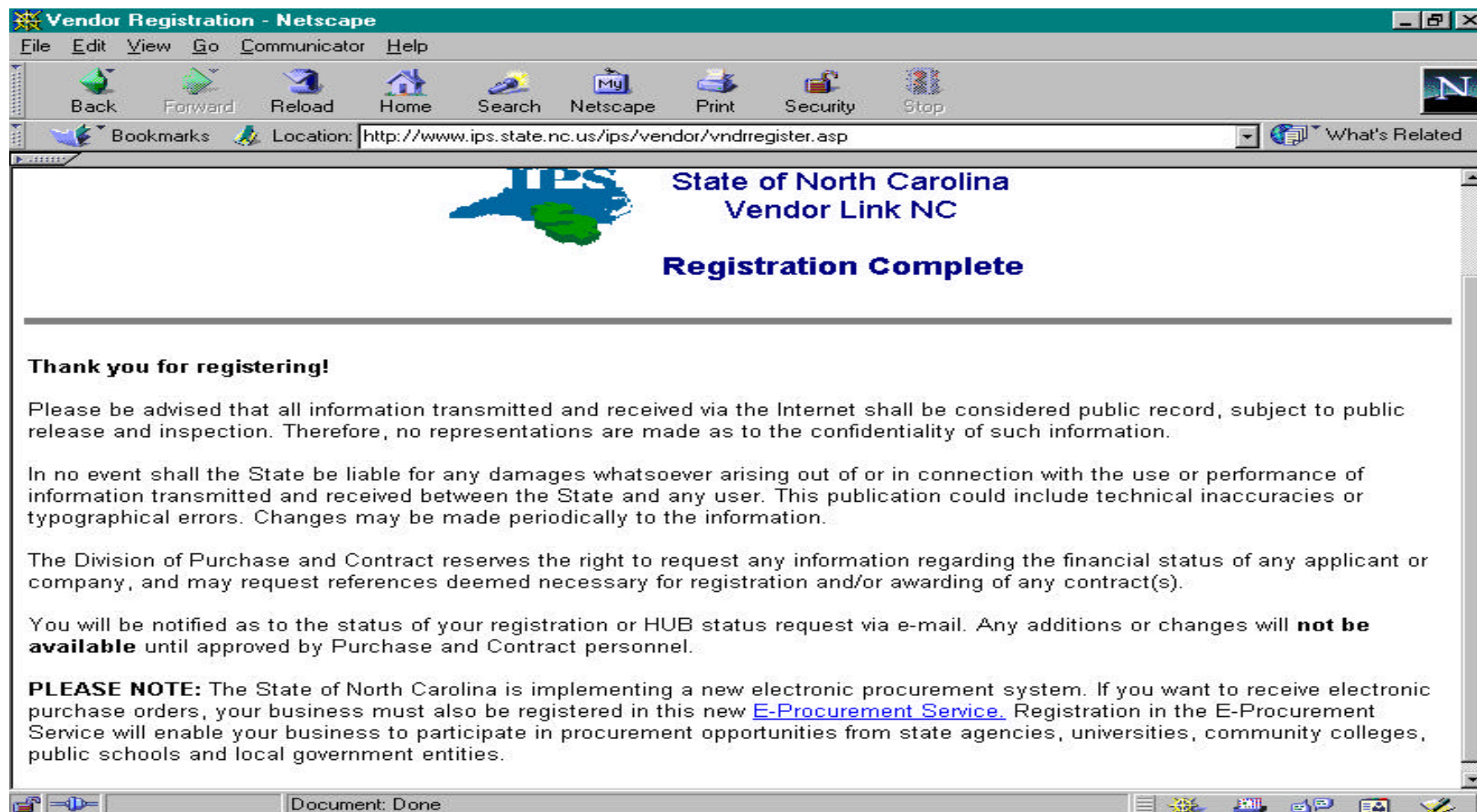
Name	Years Owned	Owner Percent	Voting Percent	Race	Sex	Disabled
David A. Jones	1	100 %	100 %	African American	Male	No
		%	%	Caucasian	Male	No
		%	%	Caucasian	Male	No
		%	%	Caucasian	Male	No
		%	%	Caucasian	Male	No
		%	%	Caucasian	Male	No

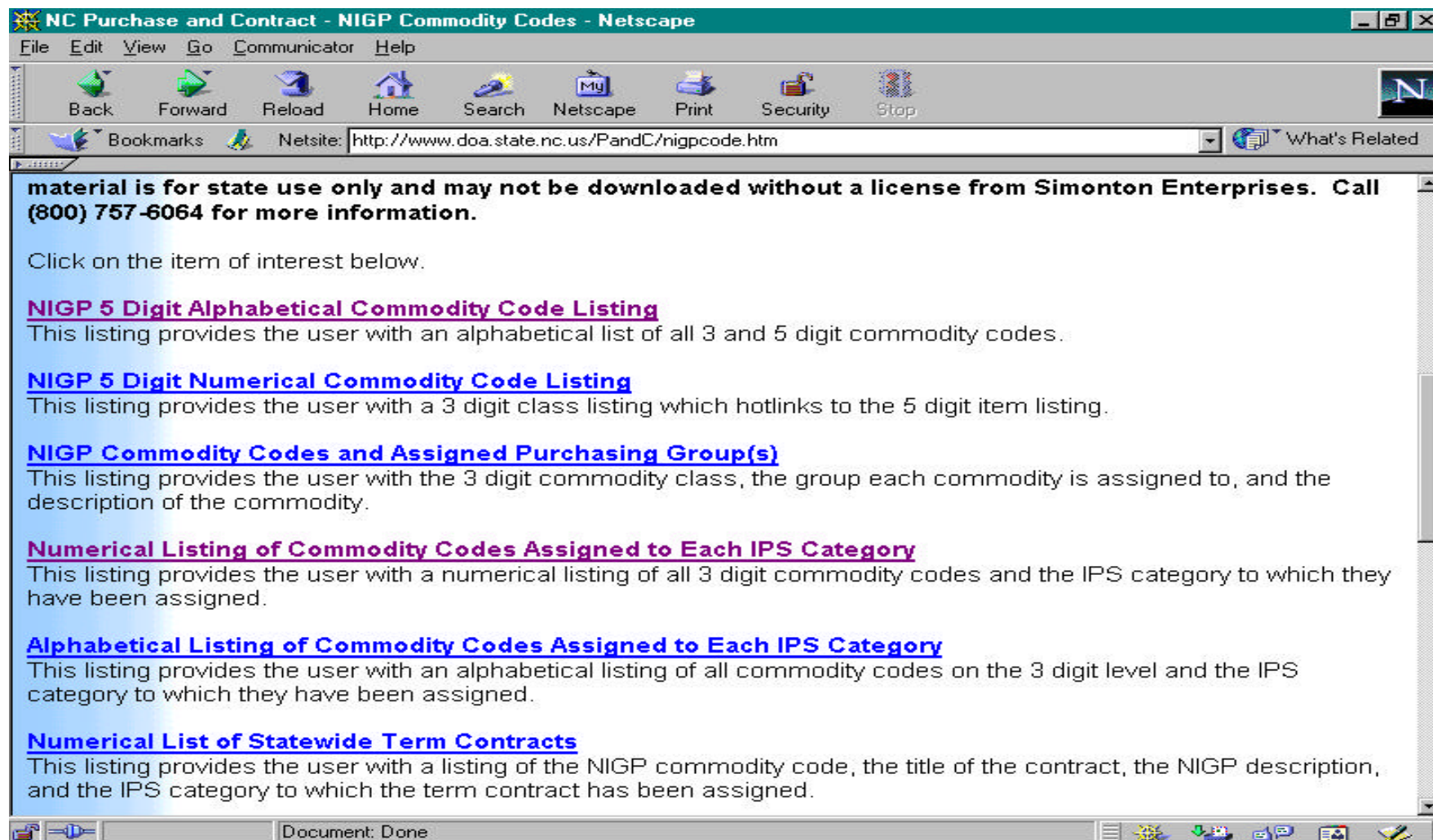
Are the management and daily business operations of the firm controlled by the person(s) listed above as owning at least 51% interest or stock in the firm?

☒ Yes

☐ No

Document: Done





Commodity Codes

NIGP - A

Last Updated August 24, 2000

005	00	ABRASIVES
820	06	A.S.M.E. Code Tanks
780	04	Abattoir Scales
005	05	Abrasive Equipment and Tools
005	14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
005	28	Abrasives, Sandblasting (Other than Metal)
005	21	Abrasives, Sandblasting, Metal
005	42	Abrasives, Solid: Wheels, Stones, etc.
005	56	Abrasives, Tumbling (Wheel)
180	02	Abrasives: Feldspar, Pumice, Silica, etc.
260	02	Abrasives: Pumice, etc.
220	02	Accelerometers
680	02	Access Control Systems and Security Systems
920	02	Access Services, Data
928	04	Accessories (Not Otherwise Classified) Maintenance and Repair
460	04	Accessories, Hose (Hangers, Reels, etc.)
110	09	Accessories: Dressing, Hooks, Laces, etc.
953	06	Accident
580	02	Accordians and Accessories
946	10	Accounting and Billing Services (Including Payroll and Tax Services)
600	03	Accounting and Bookkeeping Machines (Not Data Processing)
946	11	Accounting Services (Not Otherwise Classified)
918	04	Accounting/Auditing/Budget Consulting

NUMERICAL LISTING OF COMMODITY CODES ASSIGNED TO EACH IPS CATEGORY - Netscape

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Bookmarks Netsite: <http://www.doa.state.nc.us/PandC/ipsnum.htm> What's Related

Numerical Listing of NIGP Commodity Codes Assigned to Each IPS Category

Last Updated February 22, 2001

CLASS	NIGP DESCRIPTION	IPS CATEGORY
005	ABRASIVES	MACHINES AND TOOLS
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	BUILDING MATERIALS
015	ADDRESSING, COPYING, Mimeo., DUPLICATING MACHINE SUPPLIES	OFFICE EQUIPMENT AND SUPPLIES
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, ETC.	AGRICULTURE SUPPLIES
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES	AGRICULTURE SUPPLIES
022	AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS	AGRICULTURE SUPPLIES
025	AIR COMPRESSORS AND ACCESSORIES	MACHINES AND TOOLS
031	AIR CONDITIONING, HEATING, VENT.: EQUIPMENT, PARTS AND ACCESSORIES	APPLIANCES OR BUILDING MATERIALS

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Vendor Registration – Commodity Code Selection

Commodities Codes Selection - Microsoft Internet Explorer

Address: http://qa-vendor.epylon.com/registration/commodities.html.\$id60.\$id1005661245810?_requestid=20

Welcome: Test Vendor 01

☒ Required Information
☒ Username/Password
☒ Main Contact
☒ Company Information
☒ Locations/Contacts
☐ Commodity Selection

☐ HUB Categories
☐ Construction Codes
☐ VendorLink/eQuote
☐ Terms of Use

Registration Summary
[Logout](#)

Click **Save** or **Continue** to Save Your Changes on Every Page

Saved Locations/Contact information.

Commodities Codes Selection [Save](#)

Commodity codes identify the products and services provided by your company. Click on the links below to jump to the commodity categories, and then select all the commodity codes that apply to your company. Once you have selected the Commodity Codes that apply to your company, click the Save button to proceed with your registration.

[Agricultural Supplies & Chemicals](#)
[Appliances, Electrical, Clocks](#)
[Building Materials, Maintenance](#)
[Clothing & Textile Items](#)
[Educational & Athletic Equipment, Supplies](#)
[Food & Related Items](#)
[Furniture \(Office, Commercial, Educational\)](#)
[Highway Construction Equipment, Grounds](#)
[Machines, Tools Material Handling](#)
[Medical & Lab Equipment & Supplies](#)
[Office Equipment & Supplies](#)
[Oil & Gas](#)
[Police & Safety Equipment](#)
[Promotional and Award Items](#)
[Services \(Contractual & Consultant\)](#)
[Technology Items](#)
[Transportation \(Vehicles & Supplies Including Marine\)](#)

Agricultural Supplies & Chemicals ([back to top](#))
☒ 019 Agricultural Crops and Grains Including Fruits, Melons, Etc.
☐ 020 Agricultural Equipment, Implements, and Accessories

Page 1 Sec 1 1/1 At 0.8" Ln 3 Col 1 REC TRK EXT OVR

eQuote Demonstration

- State Terms are Net 30 days
- Other terms may be negotiated on a per contract basis

Marketing Fee Invoices



RETURN THE TOP PORTION OF THIS FORM WITH PAYMENT

Bill to: VENDOR NAME
100 VENDOR LANE
RALEIGH, NC 00000

INVOICE DATE: 15-Mar-02
INVOICE NUMBER: 1006
CUSTOMER NUMBER: 111111111-A

AMOUNT DUE: \$1,440.00
PAYMENT DUE DATE: 20-Apr-02
AMOUNT ENCLOSED:

Please make CHECK/MONEY ORDER Payable to: Information Technology Services - Eproc
PO Box 752167
Charlotte, NC 2875-2167



INVOICE

Retain for your Records

Bill to: VENDOR NAME
100 VENDOR LANE
RALEIGH, NC 00000

Prior Balance	\$	100.00
(-) Payments/Credits	\$	60.00
(+) New Charges	\$	1,400.00
BALANCE DUE	\$	1,440.00

INVOICE NUMBER	CUSTOMER NUMBER	INVOICE DATE	BILLING PERIOD	PAYMENT DUE DATE
1006	111111111-A	15-Mar-02	2/01/02 - 2/28/02	20-Apr-02

Marketing Fee represents 1.75% of the Amount Eligible for Fee or the Total PO Amount Less Taxes on Eligible Orders

CURRENT PERIOD ACTIVITY: CHARGES				
PO Date	PO Number	Issuing Entity	Amount Eligible for Fee	Marketing Fee*
15-Feb-02	EP1004172	DEPARTMENT OF COMMERCE	\$ 80,000.00	\$ 1,400.00
Total Current Period Charges:				\$ 1,400.00

CURRENT PERIOD ACTIVITY: PAYMENTS RECEIVED/CREDITS ISSUED		
Activity Date	Description	Amount
20-Feb-02	Payment Received	\$50.00
21-Feb-02	Credit For PO: EP1003456	\$10.00
Total Current Period Payments & Credits:		\$60.00

For Frequently Asked Questions, please visit: www.ncgov.com/eprocurement/billing/FAQs or contact us directly at:

Phone: 919-850-2943 x271 Fax: 919-850-2866 Email: epbilling@ncmail.net

- Credits and Payments made to this account may not be reflected on this month's statement -
- Amounts for which an extension has been granted may be included in the "Prior Balance" but are not due at this time -

Billing Disputes

Disputes must be submitted in writing via fax or email using the “Invoice Dispute Form.” All disputes must be received within 30 days of the invoice date. Beyond 30 days, all invoices are assumed correct and vendor waives their right to dispute the accuracy and completeness of the invoice.

To submit a dispute, follow the steps below.

Step 1: Locate “Invoice Dispute Form” from any of the following three methods.

1. **WEB:** Download the [Invoice Dispute Form \(pdf version\)](#) also available) from the web.
2. **FAX:** To receive the dispute form via fax, the vendor must call 919-850-2943, x271.
3. **Email:** To receive the dispute form via email, the vendor must send an email to epbilling@ncmail.net. An email response containing the form will be sent to the submitter of the request.

Step 2: Complete “Invoice Dispute Form.”

1. Ensure the form is completed in full. Failure to do so will result in an invalid request and will not be granted.

Step 3: Submit “Invoice Dispute Form.”

1. **Fax:** Fax completed form to 919-850-2866
 2. **Email:** Email completed form to epbilling@ncmail.net
- The dispute will be reviewed by the E-Procurement Billing Department. If the dispute is in favor of the Vendor, the Vendor will be notified of the decision via email or fax. The disputed amount will be credited and will appear on a subsequent invoice (up to two invoices cycles later).

If a dispute was not decided in their favor, a letter will be transmitted via fax and email to the vendor with an explanation of the settlement. Payment of the full marketing fee will be due immediately (if after 30 day timeframe).

Invoice Dispute Form



State of North Carolina
NC E-Procurement @ Your Service
INVOICE DISPUTE FORM

Vendor Information

Customer Number:	
Company Name:	
Contact Name:	
Street Address:	
City:	
State, ZIP	
Phone Number:	
E-Mail Address:	
Fax Number:	

Instructions

1. All fields must be completed
2. Form must be signed and dated
3. Please fax or e-mail completed form
and supporting documentation to:
Email: epbilling@ncmail.net
FAX: 919-850-2866

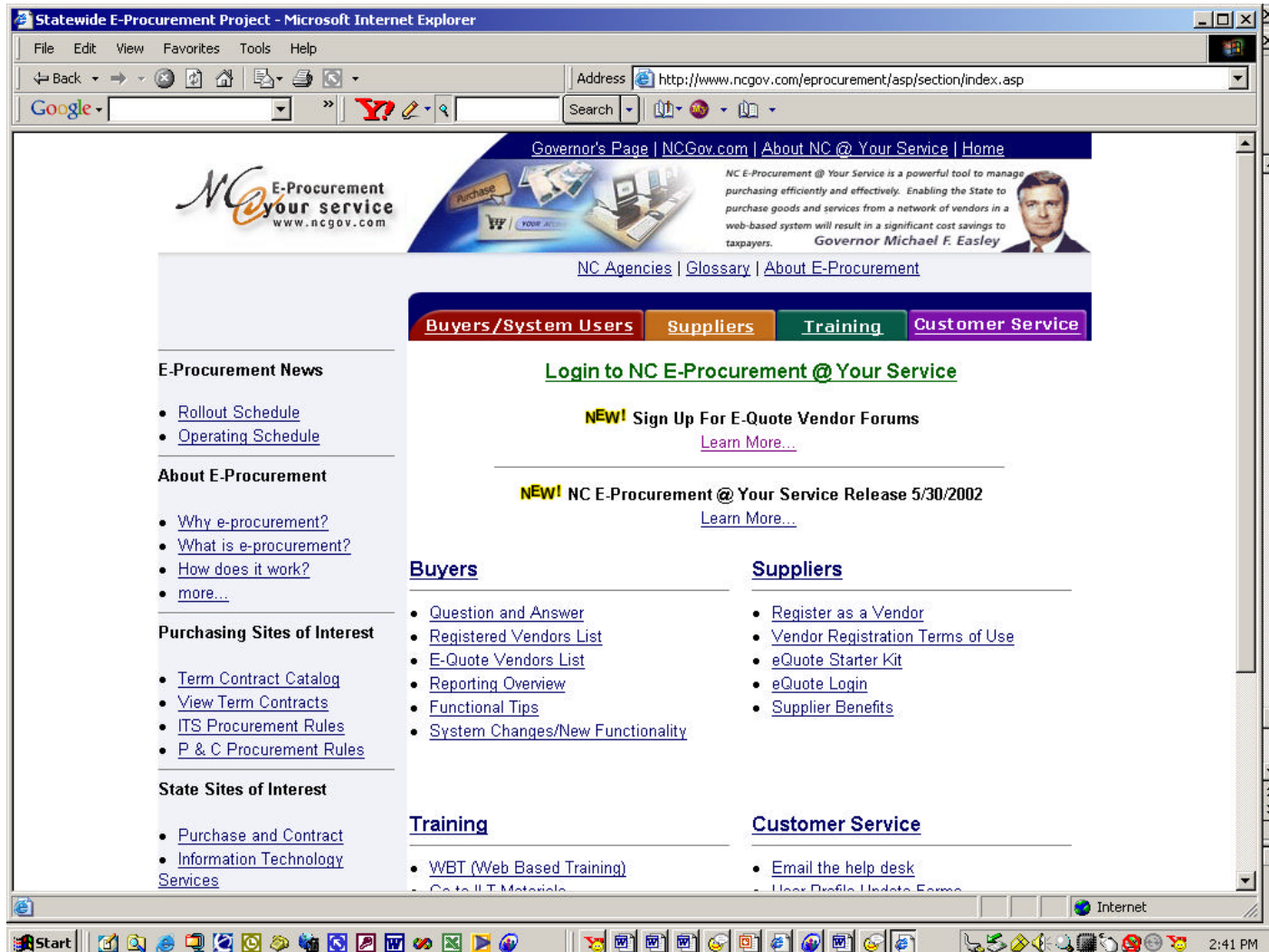
Dispute Request Information

Invoice Date	Invoice #	PO Number	Amount Disputed	Reason for Dispute
Total Amount Disputed			\$	

Name/Title:	
Date	
Signature:	

For NC E-Procurement @ Your Service Use

Processed by:		Approved: ____ Y ____ N
Date Received:		Record Updated: ____/Date ____ Vendor Notified: ____/Date ____
Comments:		



- Questions & Answers
- Next Steps